



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6-28-16	<u>Interviewer:</u> MC	<b>RFA #16 – 20</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Staff/Students		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☒

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input checked="" type="checkbox"/> Race    | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
6-28-16	MC meets with [REDACTED]	[REDACTED] shares that she worked at the [REDACTED] as a Student [REDACTED] and [REDACTED] Assistant. She shares that her co-workers were engaged in conduct that was racially and culturally insensitive and that at times they made her feel as if she was a spokesperson for black people because they kept asking her race-specific questions. She also expressed frustration with the manner in which discipline was imposed. She said she was put on probation for being late too often but was never talked to beforehand whereas others had a conversation before they were put on probation. At this point, [REDACTED] says that she has no interest in returning to work at the [REDACTED] especially since her grades took a dip but that she is open to talking to [REDACTED] about her experience. MC offers to facilitate a meeting between [REDACTED] and [REDACTED]. [REDACTED] says that she is okay meeting with [REDACTED] and will let MC know if she needs further assistance.
6-29-16	MC talks to SGS about meeting with [REDACTED] and SGS talks to [REDACTED]	

7-1-16	██████ and ██████ meet	██████ shares her experience with ██████ (subtle racist remarks, microaggressions). ██████ says that she felt as if she had to represent her race to 2 of the employees and that she was always being asked to justify her opinions. Mark said that he would follow up with the employees but also offered ██████ another position that was not in ██████████ declined because she was going abroad but indicated she might be interested upon her return.